

2016

CASCO PLANNING BOARD

SUBMITTAL DEADLINES & MEETING DATES

APPLICATION, MATERIALS
& FEES DUE (15 COPIES)

MEETING DATE

December 21, 2015
January 18, 2016
February 22, 2016
March 21, 2016
April 15, 2016
May 23, 2016
June 20, 2016
July 18, 2016
August 22, 2016
September 12, 2016
October 24, 2016

January 11, 2016
February 08, 2016
March 14, 2016
April 11, 2016
May 09, 2016
June 13, 2016
July 11, 2016
August 08, 2016
September 12, 2016
October 03, 2016
November 14, 2016

DECEMBER - - NO MEETING

REQUIREMENTS: APPLICATION, MATERIALS (15 COPIES OF ALL INFORMATION) AND FEES MUST BE RECEIVED BY NOON ON THE SCHEDULED DATE TO BE PLACED ON THE AGENDA.

ESCROW: The Town of Casco shall provide the applicant with an account of how the funds are spent. Those monies deposited by the applicant and not spent by the Town in the course of the Town’s review shall be returned to the applicant within 45 days after the decision on the application is final. If the escrow account established for Planning Board review drops below 50% of the amount deposited, the Board shall not take action including any meetings on the project until the account has been brought back up to the original balance. The applicant shall pay any amount outstanding within 45 days of the billing date by the Town.

ABUTTER NOTIFICATION

- A. The **secretary** will prepare the list of landowners within 500’ of the property.
- B. The **applicant** will notify all landowners within 500’ of the property by Certified Mail with Return Receipt requested. ***Landowners must be notified at least 10 calendar days prior to the scheduled meeting.***
- C. **White slips** need to be turned into the secretary ten (10) days prior to the meeting. **Green cards (returned receipts)**, any returned envelopes and feedback need to be turned into the secretary the Thursday before the meeting to ensure the Board that the landowners have been notified.
- D. If another Town is involved, the Casco Planning Board secretary will notify landowners, Town Clerk, and Planning Board Chairman of that Specific Town.

SUBMITTALS

15 COPIES OF ALL APPLICATIONS AND SUPPORTING DOCUMENTS

All materials to be considered by the Planning Board must be received no later than NOON on the due date for the specific Planning Board meeting. Any material or information received thereafter will not be heard by the Planning Board until a later meeting.